

19 February 1952

MEMORANDUM FOR: ADDA(S)

SUBJECT: Statistical Control of Contract Personnel

1. With reference to your instructions to establish a system of statistical control over contract personnel, and with reference to the personnel ceiling imposed by the DCI, certain determinations must be made. Outlined below are certain fundamental facts which must be dealt with, three questions which arise from these facts, and some conclusions which necessarily follow.

2. The following facts are established:

- a. The DCI has established a ceiling on Agency personnel.
- b. The ceiling is too low to accommodate appointed employees, contract and military personnel.
- c. The determination therefore has apparently been made to exclude contract and military personnel from ceiling control.
- d. The ADDA(S) has been directed to gain statistical control over contract personnel.
- e. There are presently many persons engaged under contract who are in fact performing services comparable to those being performed by appointed employees.
- f. It can be anticipated that, if the ceiling becomes restrictive on the appointment of employees, essential personnel will be engaged under contract.
- g. Many semi-autonomous projects undertake employment activity without any control by CIA other than that imposed by budgetary limitations.

3. The following questions arise:

- a. Does the DCI know that there are several hundreds of persons engaged under contract--many of whom are performing services comparable to appointed employees?
- b. Does the DCI wish these persons to be brought under the ceiling control?

c. If so, is the present ceiling adequate?

4. These conclusions follow:

a. If it is desired to ensure that contract personnel performing services comparable to those of appointed employees are brought under ceiling control; or,

If it is desired to ensure that engagement under contract is not used to evade ceiling control, it will be necessary to:

- (1) Revise existing ceiling instructions to reflect the true intent of the DCI,
- (2) Review and determine the adjusted ceiling to be imposed,
- (3) Determine what types of contract personnel or personnel employed by semi-autonomous projects are to be subjected to ceiling control,
- (4) Require the establishment of T/O's or Manning Tables for all major projects,
- (5) Maintain records which will reflect the actual numbers of persons employed under projects regardless of whether they are appointed employees, contract personnel, or the employees of semi-autonomous organizations,
- (6) Determine the point or points at which statistical control will be exercised to ensure compliance with the ceiling policies established, and
- (7) Establish practical informational procedures among the Special Contracting Officer, Case Officers responsible for semi-autonomous projects, Personnel, and the control points.

5. It is recommended that these determinations be made at the earliest possible moment and that appropriate directives are issued in order that such control measures as are desired may be established without delay.

Chief
Administrative Staff (Special)

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